

M. JODI RELL  
GOVERNOR

# STATE OF CONNECTICUT

## OFFICE OF HEALTH CARE ACCESS

CRISTINE A. VOGEL  
COMMISSIONER

### **AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The Office of Health Care Access (OHCA) is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is the Office of Health Care Access' policy to comply with all laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. OHCA has established equal employment opportunity and affirmative action as immediate and necessary agency objectives because we are committed to its concepts, principles, and goals.

Our "Equal Employment Opportunity" policy denotes a system of employment practices under which individuals are not excluded from recruitment, hiring, training, promotional opportunity, retention, participation, advancement, or benefits due to race, color, religion or religious creed, age, sex, marital status, national origin, ancestry, mental retardation, physical disability (including but not limited to, blindness, deafness or HIV status), past or present history of mental disability, learning disability, sexual orientation, criminal record, except for a prior conviction of a crime in accordance with Section 46a-80, C.G.S. genetic information or other factors which cannot lawfully be the basis for employment actions. UNLESS there is a bonafide occupational qualification. It also denotes an employment system in which neither intentional nor unintentional discrimination is present. This non-discrimination policy also prohibits any workplace harassment on the basis of protected group identity.

Our "Affirmative Action" policy requires positive action, undertaken with conviction and effort, to overcome the present effects of past discrimination. We seek to remedy policies or practices that create barriers to the full and fair participation of protected groups underutilized in the workforce. We also recognize the hiring difficulties experienced by persons with disabilities and by many older persons and will take appropriate action to provide equal employment opportunity.

Affirmative Action plays a crucial role at all stages of the employment process, including, but not limited to: recruitment, interviewing, hiring, assignment, training, evaluation, promotion, compensation, discipline, layoff, and termination. It requires that we make the good faith effort that may be necessary in all aspects of personnel administration to ensure that the recruitment and hiring of protected group individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored; and that the terms, conditions, and privileges of employment are equitably administered.

*An Equal Opportunity Employer*

410 Capitol Avenue, MS #13HCA, P.O. Box 340308, Hartford, Connecticut 06134-0308

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OHCA'S Affirmative Action program is administered by the Office of Health Care Access' Affirmative Action Officer Designee, Isabelle McKinney, 165 Capitol Avenue, Hartford, CT 06106, Phone: (860) 713-5103.

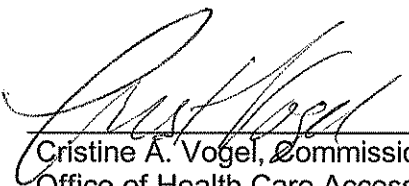
The Affirmative Action Officer Designee is available to counsel and assist employees with equal employment opportunity concerns. Employees may file discrimination complaints with Isabelle McKinney, of the Small Agency Resource Unit (SMART) at the Department of Administrative Services or Carolyn Underwood, Personnel Officer, of the (SMART) Unit, at the Department of Administrative Services. Mrs. McKinney shall investigate formal allegations under OHCA's Internal Discrimination Grievance Procedure.

A listing of federal and state constitutional provisions, laws, executive orders and regulations mandating Equal Employment Opportunity and Affirmative Action is attached to this Policy Statement. This listing will be included in the Policy Statement Section of the Office's Affirmative Action Plan to be submitted to the Commission on Human Rights and Opportunities (CHRO) and available after February 15<sup>th</sup> of each year. This policy will be posted and distributed annually to all employees and more frequently if necessary. Each employee shall have a right to review and comment on the Affirmative Action Plan within a sixty day time period after the plan is available. Additional comments may be directed to the Affirmative Action Officer Designee at any time during the reporting period.

As Commissioner of the Office of Health Care Access, I am committed to taking aggressive action to remedy the present effects of past discrimination. I expect my management and supervisory staff to treat compliance with the State's Affirmative Action Statute as a top priority. I will hold all managers and supervisors responsible for the successful implementation of the Affirmative Action policies. This policy also mandates that employees at every level shall support and respect the advancement of equal employment opportunity principles in our workplace community.

This agency also pledges to administer our services in a fair and impartial manner. Our programs and facilities shall not be used in the furtherance of any discriminatory practice, nor shall this agency become party to any agreement, arrangement, contract, or plan which has the effect of sanctioning discriminatory practices.

I am also committed to achieving all goals within the timetables set forth in the agency's plan to the extent that state and agency resources permit.

  
Cristine A. Vogel, Commissioner  
Office of Health Care Access

5-16-07  
Date